


# Polling Place Situations Quick Guide for Electi Judges

The seal of the State of Montana is a circular emblem. It features a landscape with a mountain range, a river, and a sun. The words "GREAT PLAINS" are at the top, "MONTANA" is at the bottom, and "1889" is in the center.

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# *Elections and Government Services*



## GUIDE FOR ELECTION JUDGES FOR UNIFORM HANDLING OF POLLING PLACE SITUATIONS

*The following information is compiled to provide a quick reference for election judges for various polling place situations.*

### Accepted forms of polling place ID:

- ◆ **Driver's license or any form of photo ID with the elector's name on it**, including but not limited to state issued ID, federal government issued ID, tribal ID, student ID and military ID.
- ◆ If elector does not have photo ID, the elector may provide a utility bill, bank statement, or any government issued document with **elector's name and address**.

### Elector did not bring accepted form of ID:

- ◆ Have elector fill out the ***"Polling Place Elector ID"*** form; call Election Office to verify ID information.
- ◆ If information **verifies**, allow elector to cast **regular ballot**.
- ◆ If information **does not verify**, allow Elector to cast **provisional ballot**.

### Elector's name not in register:

- ◆ Call Election Office to verify the elector's name should be on the register.

### **Elector's name not in register (cont):**

- ◆ Have Elector fill out "*Erroneous Omission from Precinct Register*" form.
- ◆ Elector casts **regular ballot** in above scenario.
- ◆ If Election Office cannot confirm that elector was erroneously omitted from the Register, inform the elector that if the elector votes provisionally the ballot will not be counted unless there was administrative error in omitting the elector from the Register. **If elector chooses not to vote provisionally at the polls, send the elector to the Election Office or designated location to late register and vote.**

### **Elector's address in register is incorrect:**

- ◆ Have the elector fill out a Voter Registration form with updated information for future elections.
- ◆ Elector casts **regular ballot**.

### **Register says Elector was issued an absentee ballot:**

- ◆ If elector says ballot was not received, or was lost, spoiled or destroyed, elector must vote a **provisional ballot**. Inform elector that ballot will be counted so long as no absentee ballot is turned in.

**A Provisionally Registered Elector appears to vote  
(the voter's status will be noted on register):**

- ◆ If the provisionally registered elector provides required ID and an ID number that is verified by the Election Office (or fills out the Polling Place Elector ID Form, and the ID number is verified by the Election Office) the elector votes a **regular ballot**.
- ◆ If the provisionally registered elector does not provide required ID and verified ID number, the elector votes a **provisional ballot**.

**An Inactive Elector appears to vote:**

- ◆ An inactive elector is someone who has not exercised their right to vote in a Federal General Election (which is held every even numbered year), and who did not respond to several confirmation mailings from the Election Office.
- ◆ An individual can also be placed on the inactive list because a ballot in a mail ballot election is returned to the election office as undeliverable, and the individual does not respond to a subsequent forwardable notice mailed by the election office.

### **An Inactive Elector appears to vote (cont):**

- ◆ **An inactive elector can cast a regular ballot in any election by appearing to vote at the polls, or by requesting an absentee ballot.** An inactive elector should fill out a new voter registration form if information in their voter registration record has changed.

### **Elector is challenged:**

- ◆ If challenge can be resolved (see *“Resolving Challenges”* section of *Election Judge Handbook*) elector casts a **regular ballot**.
- ◆ If challenge cannot be resolved, elector casts a **provisional ballot**.

### **Elector cannot sign the register:**

- ◆ Have elector mark the spot with a finger print or another identifying mark like an X. Note in the register that you witnessed the elector marking it.

### **Elector requires assistance to vote:**

- ◆ The elector may use the AutoMARK.
- ◆ Any person of their choice may aid them, except for an employer or union official.
- ◆ Two election judges may help; (affiliated with different parties, if possible).

**Elector makes a mistake on their ballot:**

- ◆ Ballot judge will remove stubs and elector places spoiled or voided ballot in an envelope marked “Spoiled”.
- ◆ Inform poll book judge to mark poll book accordingly for the spoiled ballot.
- ◆ Give elector a new ballot informing poll book judge what the new number is.
- ◆ DO NOT place stickers on the spoiled ballot, and DO NOT provide stickers to voters to place on their spoiled ballot.

**A ballot is missing or blank:**

- ◆ If the next sequential ballot is missing have the Poll Book Judge indicate this by writing “missing” next to the number in the poll book.
- ◆ If the ballot has no number due to a misprint, fold it up and place it in a spoiled ballot envelope and place it in the ballot box. (Make sure that the next ballot contains the correct next sequential number. If not, follow the step immediately above for that ballot).

**Elector brings in voted absentee ballot for drop-off (also see the more detailed “*Absentee Voters at the Polls*” subsection of the Election Judge Handbook):**

- ◆ Electors must be allowed to drop off absentee ballots at any polling place in their home county. This does not apply to late registrants, who are instructed to return ballots to the county election office or designated location.
- ◆ An absentee ballot dropped off at a polling place other than the one in which the elector appears on the register must be:
  - ◆ Delivered to the election office for signature verification and tabulation if tabulation of absentee ballots is done at a central location (or as directed by the election administrator).
  - ◆ Delivered to the election office for signature verification and then delivered by the election office to the correct precinct if all counting is done at the precinct location (or as directed by the election administrator).



### **An Elector asks about write-In candidates:**

- ◆ Provide write-in candidate information that was provided by the election administrator if the elector requests it.
- ◆ Instruct elector if they have a pre-printed label to make sure they are placing the label over the write-in spot for that race, and that they fill in the oval for the candidate whose name they are writing in.

### **Elector requests ballot be hand counted:**

- ◆ When the elector returns with the voted ballot, remove the stub and place it in the stub container. Return the ballot to the elector and have the elector place it in an envelope marked “Hand Count” and place it in the ballot box.

### **Poll Watchers/Observers/Signature Gatherers:**

- ◆ See “*Poll Watchers and Election Observers Guide*” in the Appendix of the Election Judge Handbook.
- ◆ Election officials may restrict the number of observers permitted in a polling place, election office or tabulation center to prevent interference with the election process, as long as the restriction is **reasonable and fairly applied**.

### **Poll Watchers/Observers/Signature Gatherers (cont):**

- ◆ Elections officials may restrict any activity that they determine undermines the **security, integrity or accuracy** of the election process at the polls, tabulation center and election office.
- ◆ At the time when each elector signs his name, the Register Judge shall pronounce the name loud enough to be heard by the poll watchers. A poll watcher who does not understand the pronunciation has the right to request that the judge repeat the name.
- ◆ Poll watchers can be permitted to view the Register only if it can be done during a time that does not interfere with any voting, and with permission of the chief election judge.
- ◆ Poll watchers and observers shall also be permitted to observe all of the vote counting procedures **(including before the polls close if they remain sequestered with counting judges until polls close)** and all entries of the results of the elections.
- ◆ Poll watchers may challenge any elector, using the prescribed form properly completed.
- ◆ Poll watchers and observers may speak to an election judge within a polling place to discuss application or

### **Poll Watchers/Observers/Signature Gatherers (cont):**

interpretation of election procedures or laws, as long as it does not interfere with the election procedures as determined by the chief election judge.

- ◆ Make sure that the poll watchers and observers are not soliciting information or promoting an issue or candidate to electors in the polling place.
- ◆ If allowed, poll watchers, observers and signature gatherers who are using cell phones should be asked to go to a secluded spot or outside the polling place, where voters will not hear them and where the call will not be distracting to those voting.
- ◆ If you are having problems with a poll watcher, observer or signature gatherer call the election office.

### **Electioneering questions or problems at the polling place?**

Call: Commissioner of Political Practices 406-444-2942

### **Other polling place questions or problems?**

Call: County Election Office  
or Secretary of State Election Office 406-444-5376